

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
PERMIT OPERATION DIVISION  
OFFICE OF THE SURVEYOR  
1100 4<sup>TH</sup> STREET, S.W., 3<sup>RD</sup> FLOOR  
WASHINGTON, D.C. 20024**

**INSTRUCTION FOR FILING AN APPLICATION TO CLOSE/DEDICATE A  
STREET/ALLEY OR ELIMINATION OF A BUILDING RESTRICTION LINE**

Chapter 1400 of Title 24, District of Columbia Municipal Regulations (DCMR) sets forth regulations related to the process of closing streets and alleys. When an application is filed, the following information is required:

1. A completed Surveyor's Office Application Form;
2. A written statement by the abutting property owners in support of the application;
3. A letter, which describes in detail the purpose and nature of the street or alley closing;
4. A suitable sketch of the proposed closing or the building restriction line to be eliminated;
5. The initial filing fee of \$2,500.00, made payable to the DC Treasurer;
6. A complete Retail Tenant Displacement form;
7. First Source Employment Agreement; and
8. Eight (8) sets of the site development plans with a copy of the official street, grade, map or alley grade sheet for the particular street or alley to be closed, whenever the purpose is for the following:
  - Assembly of property for subsequent sale
  - Office building
  - Apartment house
  - Condominium
  - Multiple building site
  - Commercial utilization
  - Industrial utilization
  - Church affiliated use
  - Educational facility
  - Enhancement of parking
9. Public hearing and recordation fee of \$1,170.00 paid prior to public hearing date.

Note that specific requirements for the site development plan set forth in Title 24, Chapter 14, subsections 1400.7 and 1400.8 of the DCMR
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**Note:** Item 7 above does not apply to the District of Columbia Housing Authority; however the Authority shall submit with the application eight (8) copies of its approved development guidelines for the particular location of the closing.

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Surveyor's Office File No. \_\_\_\_\_

\_\_\_\_\_ Date

**APPLICATION TO CLOSE/DEDICATE A STREET OR ALLEY OR ELIMINATION OF  
BUILDING RESTRICTION LINE**

Location \_\_\_\_\_

Street(s) \_\_\_\_\_

Name: \_\_\_\_\_

Abutting Squares: \_\_\_\_\_

Portion to be closed: \_\_\_\_\_

**AS PER SKETCH ATTACHED**

Alley(s) \_\_\_\_\_

Name: \_\_\_\_\_

Abutting Squares: \_\_\_\_\_

Portion to be closed: \_\_\_\_\_

**AS PER SKETCH ATTACHED**

This application is made by:

\_\_\_\_\_  
Applicant's Name (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

I certify that the above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant or Agent

**TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL,  
CALL THE INSPECTOR GENERAL AT 1-800-521-1639**

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**Retail Tenant Displacement Form**

Note: The following information is required relative to provisions of DC Law 6-133 (DC Act 6-171).

Surveyor's Office File No. \_\_\_\_\_

Regarding an application for the proposed closing of the following street(s) or alley(s), the undersigned, being the applicant or the agent for the applicant, hereby makes the following representations as complete and true:

1. All properties associated with the proposed closing are listed as follows:

Square

Lot Number

2. The proposed closing will ☐ or will not ☐ result in displacement of existing retail tenants because of the demolition, substantial rehabilitation, or discontinuance of an existing building.

Name

Address

Square/Lot

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature

Note: This form must be completed, signed and submitted with the application.

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**Recommended Formats for Notices that are required for Public Hearings and Proposed  
Legislation for Street and Alley Closings**

Attached is the format sample for the written notice that an applicant for a street or alley closing must send to abutting property owners.

**Form 11.1**

This format is your guide for preparing the notice, as required by law, to be sent at least fifteen days and no more than sixty (60) days prior to a public hearing to all of the owners of the properties on both sides of the block(s) of the street which abuts the block(s) of that street to be closed or which abuts that entire alley.

**INSTRUCTIONS FOR COMPLETING A WRITTEN SUPPORT STATEMENT**

The applicant must:

1. Prepare a typed or legibly printed list of abutting property owners (see example) of 8 1/2 x 11 in paper;
2. Secure signature of all abutting property owners;
3. Secure DC Department of Tax & Revenue verification of the owners list; and
4. Return the completed list to the Office of the Surveyor.

**Note:** The certification statement and signature space for completion by the Department of Tax & Revenue shall appear on each sheet when more than one sheet is necessary.

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**SAMPLE FORMAT FOR WRITTEN SUPPORT STATEMENT FOR STREET/ALLEY CLOSING OR  
ELIMINATION OF BUILDING RESTRICTION LINE**

Surveyor's Office File No. \_\_\_\_\_

We the undersigned owners, pursuant to §9-202.10 of the D.C. Official Code, do hereby support the application  
by \_\_\_\_\_ for the closing of \_\_\_\_\_  
Applicant's Name description and limits of street or alley sought to be closed

\_\_\_\_\_, and under penalty of law we represent by our signature that we are  
the owner(s) of the property listed below:

\_\_\_\_\_  
John E. Doe  
Lot 23, Square 9999

\_\_\_\_\_  
Jane M. Doe  
Lot 28, Square 9999

\_\_\_\_\_  
Jack W. Frost  
President  
Alfa Corporation  
Lot 24, Square 9999

\_\_\_\_\_  
Mary B. Poppins  
President  
Beta Corporation  
Lot 29, Square 9999

\_\_\_\_\_  
Peter P. Piper  
Trustee  
Washington Church  
Lot 25, Square 9999

\_\_\_\_\_  
Alice N. Wonderland  
Trustee  
First Church  
Lot 30, Square 9999

\_\_\_\_\_  
Bob Lojack  
Partner  
Delta Associates  
Lots 803 & 804, Square 9999

\_\_\_\_\_  
Kris K. Kringle  
Partner  
Epsilon Associates  
Lot 31, Square 9999

I certify that the above owners' names agree with our records

By:

\_\_\_\_\_  
Supervisor, Maps & Titles Section  
Office of Real Property Taxes  
Department of Finance and Revenue

\_\_\_\_\_  
Date